

FRIEND OF THE COURT BUREAU ADVISORY COMMITTEE

Public Comment Guidelines

Michigan Supreme Court Administrative Order (AO) 1997-11 allows members of the public a reasonable opportunity to address the advisory committee, either orally at a meeting or by writing in a timely manner, prior to a vote on any issue under consideration by the committee. These rules apply to all public comment, whether individual or interest group representatives.

Each meeting will include an agenda item that allows time for public comment. To afford an opportunity to speak prior to voting on an issue, the time for public comment should occur prior to the main business portion of the meeting. Public remarks on issues under consideration or policy recommendations are limited to the public comment portions of the meeting.

Meeting rooms must be handicap accessible and held in a place reasonably accessible to the public.

The room set-up should physically distinguish Committee seating from public seating (e.g., table seating for committee members, rows or perimeter seating for public). A podium or other table should indicate where the speaker should address the committee.

To assure the opportunity to speak prior to a vote, before the start of the meeting, each speaker must complete a Request for Public Comment form prior to speaking, and attach a copy of any written statements or handouts for the retention in committee record. Public comment request forms can be provided at the meeting by SCAO staff, or prior to the meeting on the Advisory Committee's website.

Public comments and presentations are **limited to a maximum of three minutes** per speaker, and allowed only when called on by the chairperson.

The committee may request that an individual submit written comments and/or supporting documents by a specific date, or may choose to provide an opportunity to speak further at a subsequent meeting. The committee will consider each individual comment and take action or make referrals as appropriate.

(approved 10/08/03)